

MADERA COUNTY

ASSISTANT CLERK TO THE BOARD OF SUPERVISORS

DEFINITION

Under direction, to assist with planning, organizing, and coordinating the scheduling and preparation of the County Board of Supervisors agenda, recording of Board meeting proceedings and actions, and the maintenance of official records and reports of the Board; to answer questions and inquiries concerning the business actions of the Board of Supervisors; to perform assignments necessary to assist with the conduct and recording of Board meetings; to perform difficult and complex office assistance and administrative support work; and to do related work as required.

SUPERVISION EXERCISED

May exercise technical and functional supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

This class represents two positions in the Clerk to the Board of Supervisors' Department. Incumbents of this class typically are assigned by the Chief Clerk to either work independently on assigned programs and special projects or to be responsible for the operational responsibilities of the Department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists with planning, organizing, and coordinating the scheduling and preparation of the County Board of Supervisors agenda, recording the proceedings and actions of Board meetings, and the maintenance of official records and reports of the Board; provides training to other staff; assists with hiring and evaluating office staff; attends meetings of the Board of Supervisors and other bodies, taking and transcribing minutes of proceedings for permanent records; calls roll, reads letters into the record, marks exhibits, and administers oaths to witnesses when necessary; records and maintains records including resolutions, minute orders, and other actions; distributes information concerning Board actions and completed business to the public, other agencies, and County management staff; independently prepares correspondence; directs mail to appropriate County staff; schedules and prepares the Board agenda, including assembling of necessary informational material for attachment to Board items; ensures proper distribution of Board agenda; complies with laws and regulations requiring proper publication and notification for requisite agenda items and actions; maintains current information on individuals serving on the Board of Supervisors appointed boards and commissions; prepares special assignments and provides staff assistance as directed by Board members; receives and answers a variety of public and press inquiries; maintains and updates County code and fact publications; assists with the establishment and maintenance of record retrieval systems; prepares and maintains personnel and payroll records for the Board of Supervisors; prepares and updates department forms; maintains lists of all appointments and contracts approved by the Board; compiles information for budget development and expenditure control; prepares purchase requisitions and verifies availability of funds; requisitions materials and supplies; performs research as directed; provides records and documents in compliance with applicable regulations; plans, organizes and coordinates the scheduling and preparation of agendas for a variety of Boards and committees, records proceedings and actions, and maintains various documents and records of the proceedings; makes travel and conference arrangements; maintains equipment inventory control; serves as Chief Clerk to the Board of Supervisors upon the request or absence of the Chief Clerk.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Functions, procedures, and policies of the County Board of Supervisors.
Organization of County government and basic functions of each department.
Legal terminology, forms, and procedures related to the meetings and business of the County Board of Supervisors.
Fiscal and account record keeping.
Comprehensive filing and indexing systems.
Modern office practices, methods, and computer equipment.
Basic principles and practices of supervision and training.

Skill to:

Operate modern office equipment including computer equipment.
Take or record accurate minutes of Board proceedings and prepare transcriptions.
Type at a speed of 45 words per minute from clear copy.

Ability to:

Learn to interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Assist with planning, organizing, supervising, and coordinating the work of staff assigned to assisting with the business and record keeping functions of the Board of Supervisors.
Provide training and supervision to other office staff.
Perform a variety of complex clerical and administrative assistance assignments related to the Board of Supervisors functions.
Prepare clear, concise, and accurate records and reports.
Prepare correspondence independently.
Deal tactfully and courteously with the public, public officials, administrators, and other staff when answering questions, inquiring, and disseminating information about the Board of Supervisor functions, business, and actions.
Assist in the budget development and expenditure control.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of increasingly responsible office assistance and administrative assistance experience including at least one year in a position similar to that of a Deputy Clerk to the Board of Supervisors II with Madera County.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial or administrative training.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 2007